

# TrAMS Application Checklist for Grantees

Status

## GRANTEE COLLECTS / VERIFIES DATA & CREATES A TrAMS APPLICATION

### STEP 1: PREPARE FOR APPLICATION DATA ENTRY

#### 1. Funding Availability

- Review the FTA Apportionments and Allocation Tables to verify funding allocation.
- For Flex Funds: Enter application (to generate a temporary application number) to be used for funds transfer request.

#### 2. System for Award Management (SAM)

- Verify your agency's status is ACTIVE.

#### 3. Civil Rights

- Develop a Title VI Program document (attach under Recipient Documents section in TrAMS).
- For EEO, Title VI, and DBE Programs verify program status is either "Concurred" or "In Review".
- **EXCEPTION:** Tribal Transit Program (TTP) grantees are exempt from EEO and DBE program requirements. However, a tribal grantee receiving FTA funds other than TTP will need to meet Title VI and DBE program requirements.

#### 4. Certifications and Assurances

- Select the most current year of Certifications and Assurances and verify the following:
- A person in the "Official" role has PINned C&As first
- A person in the "Attorney" Role has PINned C&A's second
- Starting FFY 2016 and until further notice, in addition to submitting annual C&As in TrAMS, grantees must attach a scanned copy of the following:

- C&A form (listing the categories, descriptions, and grantee's selections)
- C&A signature page (with both the agency official and attorney's "wet" signatures)

Reference: <https://www.gpo.gov/fdsys/pkg/FR-2016-03-09/pdf/2016-05147.pdf>

#### 5. Verify inclusion of applicable Recipient Documents at the "Recipient Organization" level, such as:

- Designated Recipient Legal Eligibility Letter
- Scanned copy of C&A's with both required signatures and dates (required for all grantees)
- For large UZAs & designated recipients:
  - Governor's designation letter allowing large UZAs to accept and manage the funds; and
  - Program Management Plan (PMP), for 5310 and 5339 funds only, if applicable
- For State DOT 5310 and 5311 grants: State Management Plan (SMP)
- Cost allocation plan (CAP) or indirect cost rate plan (ICRP) and FTA approval letter
- Other documentation related to the grantee (organization-wide level; not related to a specific grant), as appropriate

#### 6. Verify inclusion of applicable Application Documents at the "Application" level, such as:

- Current STIP or UPWP page (combine all references into one document for attachment)
- NEPA confirmation or concurrence letters (or email)
- Transportation Development Credit (formerly "Toll Revenue Credit") availability letter and tracking spreadsheet
- For discretionary grants: Attach FRN/Notice of Award (NOA) and SF 424 (grantee's project proposal)
- For 5307 grants: Grantees in the attach UZA fund split letter signed by transit agencies in the UZA (applies to Anchorage, Seattle, Portland UZAs only)
- For 5310/5311 grants: Attach program of projects (POP) associated with grant application
- For TTP grants (formula and discretionary): Attach the Regional notification letter to the tribe
- Letter of No Prejudice (LONP)
- Real property related concurrence letters and relevant correspondences

#### 7. Oversight Review Findings

- Notify your assigned FTA grant representative of any unresolved, open compliance review findings.

### STEP 2: ENTER GRANT APPLICATION DATA

#### 1. Create a new grant application or a grant amendment application.

#### 2. As you work through the application, refer to the guidelines below for Region 10 specific instruction:

*Note: This step (Step 2) is not intended as step-by-step instruction on grant application data entry. It is a quick reference guide of recommended verbiage for fillable sections of the TrAMS application. Step 3 reviews the application from a View/Print perspective and will walk the applicant through a more detailed review.*

- Application Name – Include Federal Fiscal Year of Funds, Section of Funds, Brief summary of Description(s) inclusive of all activities in all Projects under this Application. For example: "FY 14-15 5307 Ops, PM"
- Application Executive Summary – Refer to **Attachment 1**.
- Project Name or Project Title (from View/Print option) – Include Federal Fiscal Year of Funds, Section of Funds, brief summary of

activities under this Project. For example: FY 14-15 5307 Ops, PM [Note: If the application has only one project, the project name should be the same as the application name (listed above). If your application has more than one project, title each project with the following data: Federal Fiscal Year of Funds, Section of Funds, and brief Activity Description inclusive of all Projects.

- Project Description – Provide a sentence or two about general activities to be funded in the grant. For example: “This project funds preventive maintenance for facilities and rolling stock for Sound Transit’s Regional Express bus program in the Seattle UZA.”
- Project Benefits – Provide at least one Project Benefit that meets the following definition: the expected major qualitative results of projects, including who benefits and how they benefit. Select an example project benefit(s) from **Attachment 2** and customized it to your needs or provide your own version project benefit, if desired.
- Location Narrative or Location Description (from View/Print option) – Provide a description of the location where funded projects will be implemented. For example: City, County, and/or State.
- Upload STIP/TIP Documents – Attach the STIP pages for corresponding project activities. (Do not upload the entire STIP.) You may also include the Federal STIP approval letter that documents the STIP (or STIP Amendment) approval date.
- STIP/TIP Date – Add the federally approved date from the current STIP for the overall Project. If multiple dates (for multiple Projects/Activities included in this grant application), enter one of the approval dates and include the STIP approval date information in the Extended Budget Description section for each Activity.
- If applicable, upload UPWP Document – Attach one document that includes the project reference(s). Include UPWP approval date.
- If applicable, upload Long Range Plan Document and include approval date information in the Extended Budget Description section.
- Custom Line Item Name -Update this fillable field to reflect the fiscal year, section of funds, match ratio, and amendment number.  
*(NOTE: At this time, TrAMS will not display these edits in the Budget Activity Line Item section of the application. Instead, it updates in the Environmental Findings section).*
- Examples include:
  - Buy Approximately 2 Replace 30-ft Bus (FY 14 5307 80:20)(00)
  - Preventive Maintenance (FY 15 5307 80:20)(00)
  - Operating (FY 15 5311 50:50)(01)
- Extended Budget Description – Refer to **Attachment 3**.
- FTA and non-FTA Funding Information – Complete funding details.
- Rolling Stock Information – Update this information if the resulting grant funding activity will change the fleet status.
- Milestones – 2 milestones minimum per activity line item. Fill in the “estimated completion date”.
- NEPA – Complete description details and environmental finding dates. Any uploaded NEPA documents should be named in a descriptive manner. For example: FTA NEPA Concurrence 1234 Main Street.xls

### STEP 3: REVIEW APPLICATION BEFORE REQUESTING AN INITIAL FTA REVIEW

#### 1. Access the Application

- From Records – Select Applications/Awards, select Related Actions, and then select View/Print Application.

#### 2. Review Application

##### Part 1: Recipient Information (from View/Print)

Verify the following:

- Recipient Name, ID #, DUNS, and Address
- Union Information: Make sure the list of unions is current and includes email address for each union.

##### Part 2: Application Information (from View/Print)

Refer to **Attachment 1**.

Verify the following:

- Delinquent Federal Debt: Select “Yes” or “No”
- E.O. 12372 Review: Not applicable for Region 10 (should always be “No”)
- Pre-Award Authority: Typically should be “Yes” – unless otherwise noted by FTA
- Application Point of Contact Info for your agency

<ul style="list-style-type: none"> <li>Application Budget Control Total and Application Budget: Note funding source, amount and use to review against Project and Scope budgets further in process</li> <li>Earmark and Discretionary Allocations – This info will be required to be input by the Pre-Award Manager after initial review/concurrences are selected.</li> </ul>	
<p><u>Part 3: Project Information - use for each Project included in the application (from View/Print option)</u></p> <p>Verify the following:</p> <ul style="list-style-type: none"> <li>Project Title: Federal fiscal year of funds, section/program of funding, and brief description of activity(ies) For example: FY 16 -18 5307 Ops, PM</li> <li>Project Description: Verify a sentence or two about what general activities are funded in the grant</li> <li>Project Benefits: Verify at least one benefit is provided</li> <li>Additional Information: Optional field</li> <li>Location Description: Verify the location where funded projects will be implemented</li> <li>Security: Applicable to Section 5307 grants only (Does <u>not apply</u> to Flex fund transfers); if <b>"NO"</b>, explain why it will not expend 1% of 5307 funds for security in the Notes section</li> </ul>	
<p>Review and Verify the following:</p> <ul style="list-style-type: none"> <li>Project Location (Urbanized Areas): UZA(s) selected should correspond to project location</li> <li>Congressional District Information: Congressional District(s) selected should correspond to project location</li> </ul>	
<p>Project Control Totals and Project Budget:</p> <ul style="list-style-type: none"> <li>Note funding source, amount and use this info to review against Application Control Totals and Scope budgets further in process.</li> </ul>	
<p>Project Budget Activity Line Items (ALI) -</p> <ul style="list-style-type: none"> <li>Verify correct ALI code is used (Refer to the ALI Tree. <a href="https://www.transit.dot.gov/funding/grantee-resources/scope-activity-line-codes/scope-activity-line-item-codes-excel">https://www.transit.dot.gov/funding/grantee-resources/scope-activity-line-codes/scope-activity-line-item-codes-excel</a>)</li> <li>Year and type of funds, match ratio, and grant application/amendment number following the ALI description. <i>For example: "(15 5307 80:20)(00); (15/16 5307 90:10)(00/01)". (NOTE: At this time, TrAMS will not display these edits in the Budget Activity Line Item section of the application. Instead, it updates in the Environmental Findings section).</i></li> <li>Items to note: <ul style="list-style-type: none"> <li>5307/5311: Use Scope code 646-00 for JARC (formerly Section 5316) themed projects</li> <li>5310: Use Scope code 647-00 for New Freedom (formerly Section 5317) themed projects <ul style="list-style-type: none"> <li>A minimum of 55% of annual apportionment <u>must be</u> traditional 5310 type projects (such as capital, services provided by private non-profits)</li> <li>Remaining 45% <u>may be</u> used for non-traditional 5310 projects and recipients/subrecipients, including operating expenses</li> <li>The state administration or project administration of up to 10% will be at 100% federal and is included under the non-traditional 45%</li> </ul> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>Indirect Costs (ICs): <ul style="list-style-type: none"> <li>If there is a budget ALI for administrative costs in the project budget, use the extended budget to denote if planning to charge ICs.</li> <li>If using the 10% de minimis IC rate, verify the following is attached: <ul style="list-style-type: none"> <li>Written documentation (letter, email, form) from the cognizant agency with a statement that the recipient/grantee has confirmed it met the criteria to claim a 10% de minimis rate, and may do so indefinitely.</li> </ul> </li> <li>If not using the 10% de minimis IC rate, the following actions are required: <ul style="list-style-type: none"> <li>Attach the most recent federally-approved cost allocation plan (CAP) or indirect cost rate plan (ICRP).</li> <li>Verify that the percentage of ICs do not exceed the approved IC rate.</li> <li>Note: The plan or rate must be approved before incurring ICs.</li> </ul> </li> <li>ICs must be identified in a separate budget ALI: <ul style="list-style-type: none"> <li>Use 11.80.00 budget ALI for state DOT (AK/ID/OR/WA) ICs.</li> <li>Use 11.79.00 budget ALI for all other grantees' ICs.</li> </ul> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li><u>\$0 Amendments</u>: If adding new Scope/ALI items in the amendment that involve "lapsed" funds (funds that were obligated but have passed their period of availability), please consult with FTA first.</li> <li><u>Quantity</u>: Verify quantity for capital purchases (for example, # of shelters, buses, railcars, etc).</li> </ul>	
<p>Extended Budget Description: Refer to <b>Attachment 3</b>.</p> <ul style="list-style-type: none"> <li>Will there be any 3<sup>rd</sup> Party contractors used to carry out this activity line item? Answer <b>"Yes"</b> or <b>"No"</b>.</li> </ul> <p>Budget for each Activity Line Item (ALI):</p> <ul style="list-style-type: none"> <li>For each ALI, review the budgets to verify the following:</li> </ul>	

<ul style="list-style-type: none"> <li>Source and amount of FTA funds is correct based on Extended Budget Description and Budget Activity Line Item description</li> <li>Verify match ratio is correct and is reflected correctly (check math) in Extended Budget Description and Budget Activity Line Item description</li> </ul> <p><u>Note:</u> The match ratio for ADA or CAA-compliant items are as follows:</p> <ul style="list-style-type: none"> <li><u>Vehicles:</u> 85% federal: 15% non-federal (85:15)</li> <li><u>Vehicle-related equipment or facilities:</u> 90% federal: 10% local (90:10)</li> </ul>	
<p>Milestones:</p> <ul style="list-style-type: none"> <li>All ALIs must have at least 2 milestones (a start and an end) <ul style="list-style-type: none"> <li>Construction projects must have a minimum of 3 milestones (e.g., RFP, Contract Award and Contract Complete, etc.)</li> <li>Procurements (Vehicles, Equipment, ITS, etc.) must have a minimum of 3 milestones (e.g., RFP, Contract Award and Contract Complete)</li> </ul> </li> <li>Ensure reasonableness of the ALI duration/timing</li> <li>Compare the starting milestone date to pre-award authority date to ensure consistency</li> <li>If NEPA concurrence determination for the construction project requires mitigation, create a milestone for "Mitigation Initiation" and a milestone for "Mitigation Completion" for the corresponding construction ALI</li> </ul>	
<p>Milestone Progress (MPR) Reporting Frequency:</p> <ul style="list-style-type: none"> <li>Select reporting frequency (Refer to FTA Circular 5010.1, Chapter III.) <ul style="list-style-type: none"> <li>If located in UZA under 200,000 in population, then the grantee must submit MPR annually</li> <li>If a State Department of Transportation (DOT), then the grantee must submit MPR annually</li> <li><b>Exception:</b> For any grant with construction activities, the grantee must submit MPR quarterly</li> </ul> </li> </ul>	
<p>Items to Note for Pre-Award Authority and STIP:</p> <ul style="list-style-type: none"> <li>The Pre-Award Authority date is either the STIP/UPWP approval date (program date) or the NEPA determination date, whichever is later; or the LONP issuance date. Certain FTA discretionary/competitive program funds do not allow Pre-Award Authority; please see specifics in the applicable Federal Register Notice.</li> <li>Property acquisition, demolition, construction, vehicles, equipment or construction materials costs <i>under a NEPA CE</i> may be incurred as of the date of the authorization of formula funds <u>or</u> the date of the announcement of a specific Discretionary Program funds for the project.</li> <li>Design/NEPA costs may be incurred as of Authorization date or the date of the announcement of discretionary program funding.</li> <li>No project milestone dates can be earlier than the pre-award authority date.</li> <li>If Pre-Award Authority date entered for the grant application is earlier than the current STIP approval, the grantee must provide the date when the project was initially programmed in STIP (include in the Extended Budget Description for each applicable ALI).</li> </ul>	
<p>Project Environmental Findings:</p> <ul style="list-style-type: none"> <li>Depending upon the type of Scopes under each project, either one Scope may have one determination or individual ALI's will each have a determination.</li> <li>Verify NEPA approval date and ensure it is not older than 3 years (i.e., land acquisition, construction, etc.). If NEPA approval is more than 3 years old, check with FTA to see if a re-evaluation concurrence is needed.</li> <li>If applicable, review uploaded NEPA documentation and determinations in Application or Project Documents.</li> </ul>	
<p><u>Part 4: Fleet Details (from View/Print option)</u></p> <ul style="list-style-type: none"> <li>Grantees must update Fleet Status information <b>IF</b> the grant involves funding that will modify the fleet configuration. <ul style="list-style-type: none"> <li>Update the Fleet Status information by following this thread: Records/Recipient Organizations/Related Actions/Fleet Status.</li> <li>The updated fleet information will be populated in the View/Print document after the grant has been awarded.</li> </ul> </li> <li>Verify fleet spare ratio: For transit agencies with &gt; 50 fixed route vehicles, spare ratio cannot exceed 20%.</li> <li>Verify the change in number of vehicles to ensure that it is consistent with expansion or replacement activities.</li> </ul>	
<p><u>Part 5: FTA Review Comments (from View/Print option)</u></p> <ul style="list-style-type: none"> <li>This will be blank at this time since the grant application has not been routed for concurrences.</li> </ul>	
<b>STEP 4: VALIDATE the Project(s).</b> (TrAMS will prompt you to do this.)	
<b>STEP 5: VALIDATE and TRANSMIT the application.</b>	
<ol style="list-style-type: none"> <li>TrAMS creates a task for FTA to assign a "Pre-Award Manager" and a "Post-Award Manager" for each application.</li> <li>The assigned Pre-Award Manager will conduct a preliminary grant application review.</li> </ol>	
<b>STEP 6: FTA SENDS PRELIMINARY REVIEW COMMENTS</b>	
<ol style="list-style-type: none"> <li>FTA creates a redline review document for the Preliminary Grant Application Review <ul style="list-style-type: none"> <li>FTA Emails the completed preliminary review and de-transmits ("return to recipient") the grant so the grantee can update. <ul style="list-style-type: none"> <li>The grantee updates the redline document with an overview of changes made in TrAMS.</li> <li>Notify FTA via Email for a review of the updated grant application.</li> <li><b>Do not re-transmit</b> the grant until directed by FTA.</li> </ul> </li> </ul> </li> </ol>	

## FTA REQUESTS GRANT APPLICATION TRANSMITTAL & ASSIGNS FAIN

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| 1. Once preliminary and subsequent reviews are satisfied, FTA will instruct the grantee to formally transmit for final review in TrAMS.  |  |
| 2. FTA Assigns a Federal Award identification Number (FAIN).   |  |
| 3. FTA instruct Grantee to Submit Grant Application<br><i>Note: For any Substantive Application Changes After Submittal:</i> <ul style="list-style-type: none"> <li>In TrAMS, FTA returns the application to the grantee</li> <li>The grant will be de-submitted, thus allowing the recipient to make the necessary changes</li> <li>After passing initial review or resubmittal, the grantee is told to formally re-submit</li> </ul> |  |

## DOL PROCESS

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| 1. FTA will determine if the grant requires certification or is an info only submittal. <ul style="list-style-type: none"> <li>Certification (requires DOL Letter):               <ul style="list-style-type: none"> <li>Applies to funding sources: 5307, 5309, 5337, 5339.</li> <li>Applicable when it's a new grant, grant with added Scope, or includes substantive/material change to the initial grant.</li> </ul> </li> <li>Information (Does not require DOL Letter):               <ul style="list-style-type: none"> <li>Applies to funding sources: 5311 and 5311 TTP (all types), and 5307 Planning only grants.</li> <li>Applicable if there is no material change, grant was previously certified by DOL, or when moving contingency budget to active budget.</li> </ul> </li> <li>IF Certification is required, Email a DOL Letter to FTA. Refer to <b>Attachment 4</b> for the DOL Letter Template.</li> </ul> |  |
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## FTA FINAL REVIEW PROCESS

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| 1. The grant is reviewed by additional FTA staff and management. Refer to Attachment 5 for the TrAMS Application Workflow. |  |
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## REGIONAL ADMINISTRATOR FINAL CONCURRENCE AND AWARD

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| 1. FTA obligates and awards the grant.<br>2. The grantee must complete the initial FFR.<br>3. The grantee PINs to EXECUTE the grant! |  |
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## Need More Help? Resources:

- TrAMS Helpdesk  
1-877-561-7466 or [FTA.TrAMS.help@dot.gov](mailto:FTA.TrAMS.help@dot.gov)
- TrAMS Help & Guidance  
<https://www.transit.dot.gov/funding/grantee-resources/teamtrams/trams-help-and-guidance> (includes latest user manual)
- TrAMS Training  
<https://www.transit.dot.gov/funding/grantee-resources/teamtrams/trams-training>

**Attachment 1**  
**Executive Summary - Example Language**

Select the appropriate funding description:

<b>Formula Funding</b>	This application includes \$_____ in FY _____ Section _____ funding for _____ (provide a brief description of what is being funded by this grant).
<b>Discretionary Funding</b>	This application includes \$_____ in FY _____ Section _____ funding as selected for award under the _____ discretionary funding program. (Earmark ID # _____). It will be used for _____ (provide a brief description of what is being funded).
<b>Planning Program Funding</b>	This application includes \$_____ in FY _____ Section _____ funding and will be used for the following planning activities: _____ (provide a brief description of activities being funded).

**In addition**, please provide the following, as appropriate:

- 1.** A brief description or list all other grants that are funding the project (unless this info is provided under individual ALIs). For example, "This grant is in tandem with WA-90-X770-00 and WA-2016-333".
- 2.** A statement that this grant includes funding for rolling stock and that the Fleet Status for the recipient organization has been updated, accordingly.

## Attachment 2

### Project Benefits – Example Language

The list below provides examples of project benefits associated with various transit project activities. Use this list as a guide, customize or create a unique project benefit(s). In addition, please address who benefits or how they benefit. Benefits are defined as the expected major qualitative results of projects.

- Operating Assistance
  - New transportation options
  - Increase passenger capacity
  - Increase service frequency
  - Maintain reliable transit service
  - Improve air quality
- Preventive Maintenance
  - Sustain lowered fleet operating costs
  - Sustain reliable transit services
  - Sustain lowered equipment operating costs
  - Sustain lower facility operating costs
  - Reduce unscheduled repair
  - Meet or exceed useful life
  - Meet or exceed asset management plan
  - Sustain vehicle safety and security
  - Sustain facility safety and security
- Capital Projects/Activities
  - Increase passenger capacity
  - Increase service reliability
  - Increase operational safety
  - Increase transit system information
  - Improve ADA accessibility
  - Improve bike/pedestrian access
  - Improve system efficiency
  - Improve system reliability
- Planning Projects/Activities
  - Improve rider connections through service coordination
  - Identify service gaps or needs for service planning
  - Transit service efficiency identification
  - Identification of transportation needs
  - Identification of transit service priorities
  - Adopted long term transportation plan
  - Adopted short term transportation plan or study
  - Understand results from completed research or pilot projects
  - Finalized training or technical assistance
- Transit Oriented Development
  - Promote sustainable communities



**Attachment 3**  
**Extended Budget - Example Language**

For each ALI, select the appropriate item(s) to include in the Extended Budget data field:

<b>Rolling Stock Acquisition</b>	<ul style="list-style-type: none"> <li>This grant will fund the purchase of approximately ____ (units) of ____ (vehicle type).</li> <li>The expected useful life (capital purchase &gt; \$5,000) for the ____ (enter specific transit asset here) is ____ years.</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>This grant will fund the purchase of approximately ____ (units) of ____ (equipment). [Possible options may include equipment acquisition, refurbishment/rehabilitation, etc...]. Provide equipment location.</li> <li>The expected useful life (capital purchase &gt; \$5,000) for the ____ (enter specific transit asset here) is ____ years.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>This grant will fund the preliminary engineering and environmental review phase of the project implementation. [Possible options may include funding preliminary engineering, final design, property acquisition, construction, etc.] Provide facility address.</li> <li>The expected useful life (facilities purchase &gt; \$5,000) for the ____ (enter specific transit asset here) is ____ years.</li> </ul>
<b>Preventive Maintenance</b>	<ul style="list-style-type: none"> <li>This grant funds preventive maintenance for ____ (enter either "facilities" or "rolling stock" specifics here) from the time period of ____ to _____. [Typically current or immediate prior year.]</li> </ul>
<b>Operating Assistance</b>	<ul style="list-style-type: none"> <li>This grant funds operating assistance from the time period of ____ to _____. [Typically current or immediate prior year.]</li> </ul>
<b>Projects with Intelligent Transportation System (ITS) Components</b>	<ul style="list-style-type: none"> <li>This project is consistent with and included in the (name of regional or statewide) ITS Architecture Plan, shown in chapter ____, page _____. A systems engineering analysis was completed.</li> </ul>
<b>For Projects Funded with other Grants</b>	<ul style="list-style-type: none"> <li>This grant project is also funded by other FTA grants. [List the grant application numbers and associated FTA funding amounts that fund this project, if applicable.]</li> </ul>

Every ALI must include STIP (or UPWP) information:

<b>STIP (or UPWP)</b>	<ul style="list-style-type: none"> <li>This activity was approved in the ____ (years/duration) current STIP (or UPWP, if applicable); Amendment #____, Identification #____; federal approval date ____.</li> </ul>
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## Attachment 4 DOL Letter Template

Please complete this DOL letter and Email to your grant representative.

RE: DOL Section 5333(b) Certification

Grantee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Grant Type: \_\_\_\_\_ (Year of Funding and Section of Funding)

Grant Number: \_\_\_\_\_

The Federal Transit Administration (FTA) requests that the U.S. Department of Labor undertake all of the steps necessary to perform its certification for this grant application. FTA requests that DOL complete its referral and review by <FTA will insert date>. Please advise us of any 40 U.S.C. Section 5333(b) terms and conditions to be included in the Grant.

In order to certify appropriate employee protections, DOL must have a precise understanding of the project activities, budget line items, and the identity and relationships of subrecipients under the grant. Providing clear answers to the following questions will help ensure timely processing of the application.

1. Who is receiving the funds? The applicant, (i.e. recipient) and subrecipient(s) of funds must be clearly identified. [\[insert grantee name\]](#)
2. What is the amount and type of funding to be awarded? Indicate whether funding is for operating or capital assistance. Identify how much is being provided to the recipient (applicant) and to each subrecipient. [\[Insert type and amount of grant funds / Identify any subrecipients\]](#)
3. What activities will be undertaken with the funds? Provide a complete project description of the activities to be carried out under the project (i.e. what type of service will be provided, what will be purchased or built, how many items will be purchased). [\[describe use of grant funds\]](#)
4. Where will the project be carried out? Identify the location of the project in the geographic area, including jurisdictional boundaries such as counties or cities. [\[insert location of project activities\]](#)
5. What service provider will carry out the project? If the applicant is not providing all of the service, identify subrecipients or contractors if known at the time of application. [\[identify grantee, subrecipients, and/or contractors\]](#)
6. What other transit providers are in the service area? Identify all transit providers who compete with, feed into, or provide service adjacent to the funded service or capital project. [\[identify other transit providers\]](#)
7. What labor organizations represent employees of the recipient, the subrecipients, and other transit providers in the service area? Labor unions representing employees of the grantee and other service providers must be identified and contact information provided (see #9 below). Include this information in the grantee profile section in TEAM. The grantee is required to update this information as necessary and to verify it before submitting the application. [\[identify where in TrAMS labor union information is located for the grantee, subrecipients, and other transit providers\]](#)
8. For Job Access and reverse commute grants, what is the population to be served by the grant? Indicate in the project budget the size of the population being served. [\[This question is no longer applicable – enter N/A\]](#)
9. Have you provided contact information (name, address, phone, fax number)? This must be provided for applicant (i.e. recipients) and subrecipient(s) as well as unions (which are not national unions) representing employees of the grant recipient and any other transit providers (identified in #6 & #7 above).  
[\[name, address, phone, fax and e-mail of grantee contact\]](#)  
[\[name, address, phone, fax and e-mail of subrecipient contact\]](#)  
[\[name, address, phone, fax and e-mail of union contact\]](#)  
[\[name, address, phone, fax and e-mail of other transit providers contact\]](#)



# Region 10 TrAMS Application Processing Workflow

June 29, 2016

